

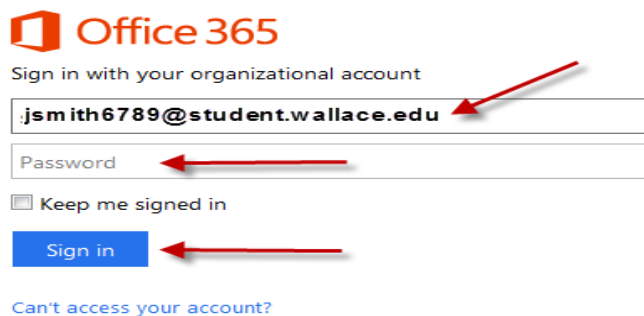
Accessing Student E-mail

To access your Student E-mail Account for Wallace Community College, you will need a Username and Password. The Username is issued at time of Admissions. Once you have completed Admission, you will need to wait up to one business day before you can obtain your password (<https://passwords.wallace.edu>) or log into your account. Once you have obtain your password, the instructions below will help guide you through logging into your Wallace Student E-mail Account.

1. Go to **Wallace Community College Website** at www.wallace.edu using either **Internet Explorer, Mozilla/Firefox, or Google Chrome**.
2. Choose the **STUDENT EMAIL** link at the top of the screen.



3. Enter your **Username and Password**.



- a. **Username:** first initial, last name, last four of Social Security number @student.wallace.edu.
 - For example, if John Smith's is SSN: 123456789, he would put **jsmith6789@student.wallace.edu**.
 - b. **Password:**
 - The password you use to logon to a computer at Wallace
 - **OR the New Password** that you just created using Reset Password.
4. Once you have entered your username and password, click on **Sign in**.

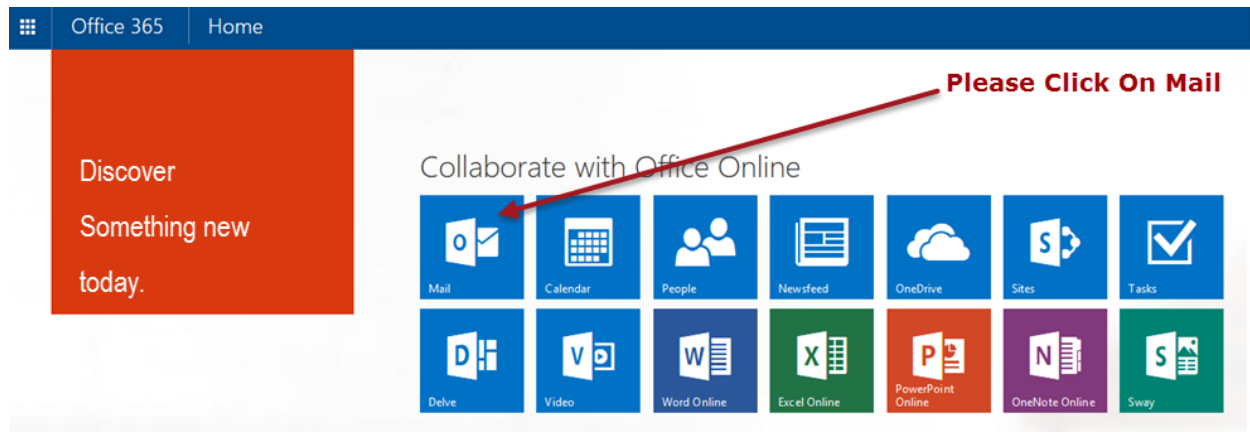
Note: If you are having trouble logging in, please contact us at: (334) 556-2464 for assistance. If you have your password reset, please allow up to 1 business day for the changes to take effect. Passwords will not be set VIA E-mail. You may also want to update your password on any device or software program that you use to access your e-mail account as well.



The Center for Instructional Excellence
334.556.2464 ♦ cie@wallace.edu

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5. Once you see the Office 365 screen, click on **Mail**.



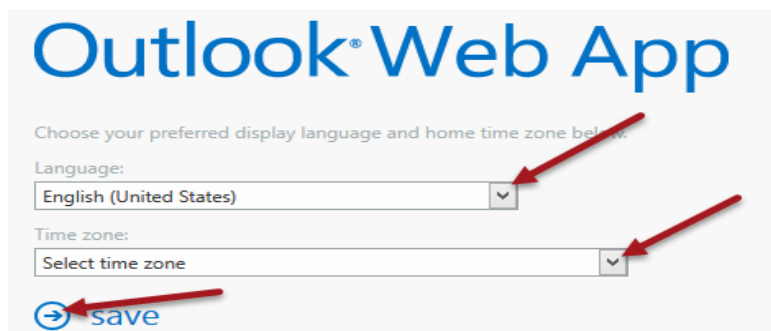
6. Once the Outlook Web App appears, click on the down arrow for **Language:** to change the Language from English to a different Language.

Note: By default, the Language is set to English (United States), and you can make changes to this option later under your **Site contents** Settings located under **Settings**.

7. Once you have decided the Language, click the down arrow for **Time zone:** to change the time to **Central Time (US & Canada)**.

Note: You can make changes to the **Time zone:** later under your **Site contents** Settings located under **Settings** for **Regional settings**.

8. Click the **Save arrow** to save the **Outlook Web App** information.



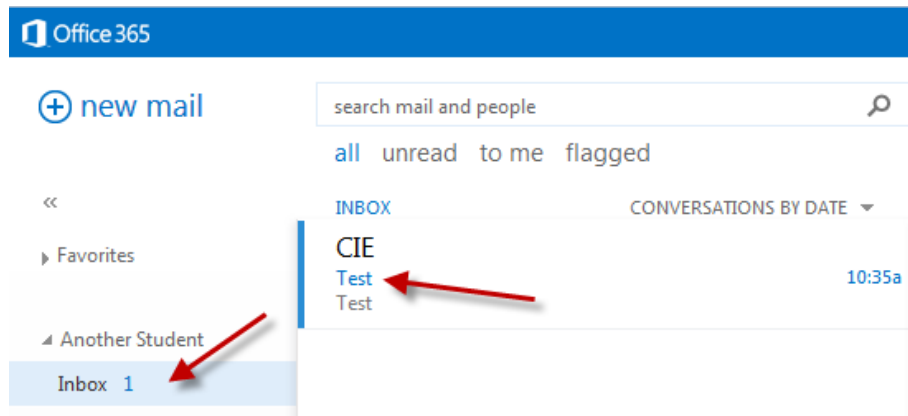
9. Once you have logged into your e-mail, Look for important E-mails from Wallace College on a regular basis. For example, WCC Faculty-Course Evaluations and other surveys. Your feedback is important to us and will help in improving the College. You can do this by doing the following:

- a. Click on **Inbox**.



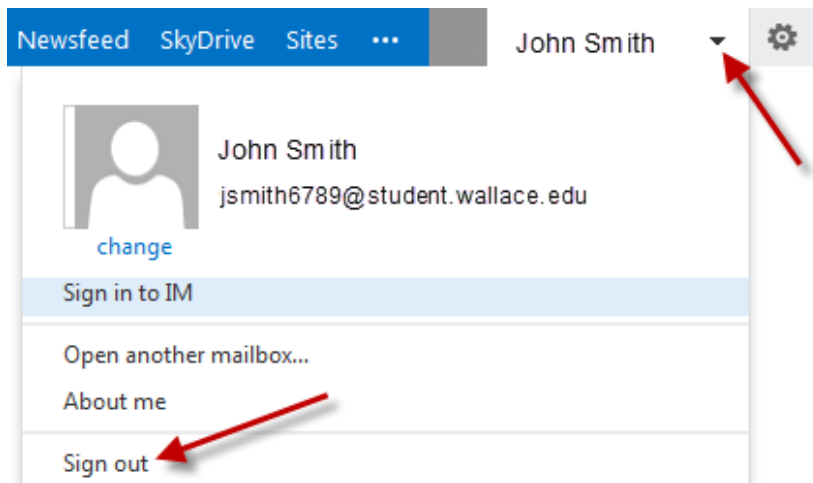
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- b. Click on the **Subject** of the e-mail to open and read the e-mail.



10. To Log out:

- a. Click the down arrow next to your Account name. For example, **John Smith** is the account name in the diagram below.
- b. Click on **Sign out**.



Note: For instructions on how to obtain your password, go to: [First Time Access Student E-mail](#).

For more information about using your Wallace College Student E-mail Account, go to [Student Email Information](#) located under CURRENT STUDENTS tab on **Wallace Community College Website** at www.wallace.edu.

